

JOB VACANCY ANNOUNCEMENT

Texas Veterans Commission

1700 North Congress, Suite 800

Austin, Texas 78701

(512) 463-1295

FAX (512) 463-2847

Staff Services Officer I

Job Posting Number: 17-38 **Monthly Salary:** \$3,100.00 - \$3,500.00

WIT Posting Number: 5193507

State Classification: Staff Services Officer I **Class No., Group:** 1550, B17

Location: Austin
TVC Headquarters **FLSA Status:** Nonexempt

Work Week: Monday-Friday, 40 hours/week **Travel:** 10%

Posting Date: 12/07/2016 **Closing Date:** 12/21/2016

Job Summary: Performs routine (journey-level) staff services work. Work involves planning and coordinating several staff services functions such as human resources which includes: leave requests, timesheets, Family Medical Leave Act documents, and Performance Planning and Reviews. Work will also include: travel vouchers, travel authorizations, hotel, flight and rental car reservations. May train others. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Experience: Two to five years' experience in office management or executive support work is required. Graduation from a standard senior high school or equivalent is required. Bachelor's degree from an accredited college or university is generally preferred. Experience and education may be substituted. Experience with Excel, Word, PowerPoint, and Access data bases and conducting internet research required. Must be able to type At least 40 WPM.

Job Duties:

- Provides highly complex administrative support and technical assistance for the Director and management staff of VES.
- Prepares confidential material, correspondence, memos, reports and spreadsheets working from a draft and/or from transcribed data.
- Conducts research, collects and analyzes data to prepare reports and documents.
- Arranges and coordinates meetings and events.
- Transcribes meetings or interviews and documents information.
- Coordinates and interacts with internal staff at all levels.
- Reviews operating practices and implements improvements.
- Drafts responses for routine and non-routine correspondence to include legislative and constituent inquiries.
- Coordinates travel arrangements for the VES Director and management team.
- Prepares and reconciles travel vouchers for the VES Director and management team.
- Schedules and maintains work and events calendar for the VES Director and management team.
- Works effectively with a variety of individuals, groups and stakeholders.
- Answers inquiries regarding procedures and policies, and provides routine information to the public by mail, email, web or telephone.
- May assist in researching, writing, designing, or editing agency publications such as brochures, forms, manuals and charts.
- Maintains confidentiality of sensitive information.
- Prepares and reviews operational and special reports.
- Composes, reviews, and edits technical documents, material and reports.
- Maintains files and records.
- Performs complex typing and/or word processing/data entry.
- Assists in compiling statistical data and preparing various charts, graphs, and written summaries.
- May interpret and explain rules, regulations, policies, and procedures.
- Work hours other than 8-5 maybe required for this position for work related functions.
- Performs related work as assigned.

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**Knowledge,
Skills and
Abilities:**

- Knowledge of business English, grammar, spelling and punctuation.
- Knowledge of office practices and administrative procedures.
- Skill in the use of standard office equipment and software.
- Ability to handle high-level administrative issues.
- Ability to analyze and solve work-related problems.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with a variety of individuals, groups and stakeholders.
- Ability to type at least 40 WPM.

**Additional
Requirement:**

A recent typing test certification must accompany application.
A valid Texas driver's license is required.

**Environmental
& Physical
Conditions:**

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

**Military
Crosswalk
information:**

From the SAO website. For example:
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

**To Apply:
(3 Options)**

1. Submit a complete State of Texas Employment Application, DD214 member #4, Benefits Letter **(if applicable)** and certified typing score to: human.resources@tvc.texas.gov; **OR**
2. Mail a complete application **(including required documents)** to the Texas Veterans Commission, Attn: Cheryl Sites, Human Resources Specialist, 1700 N. Congress, Ste. 800, Austin, TX 78701. Applications must be postmarked by the closing date in order to be considered for this posting; **OR**
3. Through <https://wit.twc.state.tx.us>. **(Applicant must follow-up with required documents.)**

Resumes will not be accepted in lieu of the State of Texas application.

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

Contact:

Human Resources 512-463-6564



AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Please call Human Resources at (512) 463-6564 with questions or for additional information.